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16 DEC 1968

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ADM-13.4

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Employee Review Board

1. This memorandum contains a recommendation for your approval. This recommendation is contained in paragraph 3.

2. A representative from each Directorate was nominated to serve on an informal board to develop criteria and responsibilities for the handling of employee problem cases by a permanent board. This ad hoc board has drafted a statement of policy, authorities, and responsibilities for the proposed Employee Review Board. Each Deputy Director has been requested to nominate an officer to serve as his designated representative on this permanent board.

3. It is recommended that you approve the establishment of the Employee Review Board with the attached statement serving as its charter.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Att.

**DD/S&T
FILE COPY**

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CONCUR:

STAT

SIGNED

Deputy Director for Intelligence

17 DEC 1968

Date

SIGNED

Deputy Director for Plans

17 DEC 1968

Date

Deputy Director for Science & Technology

17 DEC 1968

Date

The recommendation in paragraph 3 is approved:

/s/ L. K. White

23 DEC 1968

Executive Director-Comptroller

Date

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The Employee Review Board

Policy

The Employee Review Board is established to consider employee problem cases not resolvable by line supervisors (or the Deputy Directors and Heads of Independent Offices or their supervisors) and the Director of Personnel.

Cases to be considered by the Board will be referred to the Chairman of the Board by the Deputy Directors and Heads of Independent Offices, the Executive Director-Comptroller, the DDCI or the DCI. The Board will be advisory to the Director of Personnel through the Deputy Director or Head of Independent Office concerned.

Composition of Board

The Employee Review Board will be a permanent board composed of designated representatives from each of the four Directorates. A Chairman of the Board will be designated by the Executive Director-Comptroller.

Authorities and Responsibilities

This Board will consider the cases submitted to it but it will not unilaterally open or take cognizance of a case. If in the course of its consideration of a case problems develop pertaining to another employee, the Board may bring such new information to the attention of the Deputy Director concerned.

The Board will review all aspects of the case to include all pertinent facts and records, hear the employee, seek and take evidence from supervisors, and call upon the Office of Personnel, Security and Medical Services, the General Counsel, and any other offices that have pertinent information. The objective would be to assure that all evidence and information are fully developed so that the interests of the employee and the Agency are fully considered and protected and a just course of action can be proposed in resolving the problem.

The responsibilities of this Board in no way supersede the established jurisdictional responsibilities of the Offices of Medical Services, Security, or Personnel. After investigating a case, the Board may recommend that it be referred to one of these Offices for appropriate action.

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